



# BRISTOL BAY

HOUSING AUTHORITY

## Job Description: Housing Specialist

### Position Classification

Non-Exempt, Full-Time Regular

### Position Location

BBHA Offices Dillingham

### Organizational Relationship

- Reports directly to the Housing Director.

### Position Overview

The Housing Project Coordinator is responsible for the coordination, processing and reporting of housing operations. Responsible for applications, reporting, and record keeping, as well as maintaining collection, legal action files, and conveyance activities.

### Key Responsibilities

- **Application Processing:**
  - Process client applications for all housing activities.
- **Client Engagement:**
  - Oversee communications with tenants regarding tenant responsibilities, inspections and other pertinent information.
  - Oversee communications with new homeowners regarding homeownership and the responsibilities, insurance, taxes and other pertinent information that go along with owning a home.
- **Compliance:**
  - Complete annual reporting for Tax Credit projects, senior housing, and USDA Rural Development Projects.



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- Provide timely briefings to the Executive Director regarding project activities, tenant concerns, and significant developments.
- Stay updated on relevant laws and regulations to ensure compliance.
- Adhere to internal policies regarding housing operations, including tenant income recertification and eviction procedures.
- Manage the conveyance process through the Conveyance Checklist.
- Handle collections, including filing small claims and making attorney referrals.
- Act as a representative of BBHA in court when necessary.
- **Financial Responsibility:**
  - Monitor homebuyer/tenant accounts, balances and notify housing management of significant variances.
  - Monitor delinquent accounts, manage collections, and work through the eviction processes as required.
  - Process PFD assignment and payback agreements with Tenants and Homebuyers.
  - Ensure proper documentation in housing software (KANSO), process payments, verify accounts receivable, and process issuance of monies due to clients.
  - Serve as a liaison with the software support company for issues related to the accounts receivable module.
- **Training and Capacity Building:**
  - Responsible for data entry and reporting into USDA MINC & EIV secure systems.
  - Attend training as necessary and earn industry certifications.
- **Communication:**
  - Ensure Tribes and Tribal Members are provided with customer service when inquiring about BBHA housing programs.
  - Ability to collaborate on projects to improve the overall operations of the housing authority.



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- Coordinate coverage for front desk during lunch/breaks/PTO.

## Qualifications

- **Education:** High school diploma or GED.
- **Experience:**
  - One year's experience in housing development, community development, or related fields, with a focus on working with Tribal communities.
  - Experience with KANSO system preferred.

*Must be able to pass a criminal background check.*

## Skills, Knowledge, and Abilities

- Experience with the Indian housing program and familiarity with housing regulations is preferred.
- Strong organizational skills with the ability to manage multiple projects simultaneously.
- Excellent communication and interpersonal skills to engage effectively with diverse stakeholders and community members.
- Ability to enter data into Excel tables and maintain confidentiality.
- Ability to read, understand, and apply State and Federal statutes and program regulations.
- **Personal Attributes:**
  - Deep commitment to understanding and addressing the unique housing needs of the Tribal community.
  - Comfortable working independently and as part of a team.
  - Strong problem-solving abilities and the capacity to work collaboratively.

## Physical Requirements

- Required to sit, talk or hear (both in person and via telephone), and use hands repetitively to operate office equipment.
- May be required to lift up to ten pounds.



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- Must be able to pass a pre-employment drug screening.

### **Working Conditions**

- The role is mainly an office-based position with limited work in Tribal communities.
- Work is performed in an office environment with a quiet to moderate noise level.

### **Application Process**

Interested candidates should submit their resume and a cover letter detailing their qualifications and experience as related to the Housing Specialist role.

This job description outlines the essential functions and expectations for the Housing Specialist position, focusing on ensuring the Tribe's housing needs are effectively addressed while ensuring compliance and integrity to granting and housing agencies.

*Indian Preference in Hiring under PL 93-639*